

Subchapter B: Employee Training and Education

§§9.10 - 9.17

Effective March 27, 2003

§9.10. Purpose.

(a) This subchapter governs procedures applicable to the employee training and education programs of the agency.

(b) The commission encourages the professional development of its employees through job-related training and education assistance programs that are designed to:

- (1) prepare employees for technological and legal developments;
- (2) increase employees' work capabilities; and
- (3) increase employees' professional and technical competence.

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§9.11. Definitions.

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

(1) **Education assistance** - Reimbursement of specific costs for job-related learning opportunities provided by universities, colleges, or other institutions of higher learning.

(2) **In-service training and education** - Job-oriented training that is provided within the agency by staff, other state entities, federal organizations, or private vendors.

(3) **Out-of-agency staff development** - Workshops, seminars, institutes, training sessions, college courses, and other programs or activities offered outside the agency either within or outside the state.

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§9.12. Scope.

Employee training and education includes two components: the employee training program and the education assistance program.

(1) The employee training program includes the full range of training opportunities provided through in-service training and education as well as out-of-agency staff development

opportunities.

(A) In-service training includes, but is not limited to:

(i) core curricula courses identified by the executive director for completion by all employees to ensure compliance with federal and state mandates, as well as critical agency policies and procedures;

(ii) technical courses that satisfy technical knowledge and skill requirements for effective job performance in a specific classification series;

(iii) computer-related basic and advanced courses for desktop applications, as well as advanced courses for information technology professionals and other staff who use advanced computer applications;

(iv) staff development courses that satisfy general knowledge and skill requirements for effective job performance in diverse classification series; and

(v) management development courses that satisfy knowledge and skill requirements for effective job performance in supervisory, managerial, and executive positions.

(B) Out-of-agency staff development includes, but is not limited to, workshops, seminars, institutes, training sessions, and other programs or activities offered outside the agency either within or outside the state.

(C) The employee training program encompasses training delivered via a variety of media including, but not limited to, computer-based, videotape, Internet-based, satellite-broadcast, webcast, and instructor-led.

(2) The education assistance program provides out-of-agency staff development opportunities. It includes courses provided through a university, college, or other institution of higher learning via a variety of delivery media, such as instructor-led or Internet-based.

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§9.13. Eligibility.

(a) Employee training program. Employees are eligible to participate in the agency's training program to increase their job-related knowledge and skills, without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status.

(b) Education assistance program. Full-time employees may participate in the agency's education assistance program without regard to the employee's race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status, if they meet the following eligibility requirements as set forth in the agency's policies:

- (1) tenure requirement;
- (2) performance requirements; and
- (3) conduct requirements.

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§9.14. Obligations.

Employees who participate in the agency's training and education programs are obligated to comply with agency policies and procedures regarding these programs.

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§9.15. Reimbursement.

- (a) Employee training program.

(1) Funding for employee training is provided through the agency's central training account or the employee's respective division.

(2) The employee's respective division funds travel-related expenses for training participation.

(b) Education assistance program. The employee's respective division funds reimbursement of specific tuition-related expenses that have been approved by the division director. To qualify for reimbursement, courses requested by the employee must be provided through an accredited institution of higher learning and:

- (1) directly related to improving specific knowledge and skills;
- (2) related to essential job functions of the current or prospective position;
- (3) needed for a special job assignment; or
- (4) required for a career ladder promotion.

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§9.16. Training Records.

(a) The Training Academy shall maintain training records for all agency employees via an automated training management system.

(b) Supervisors shall maintain individual training records for their employees that include training not provided through the Training Academy.

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§9.17. At-Will Employment Status.

Approval to participate in the agency's training and education programs shall not in any way affect an employee's at-will status. Participation in these programs shall not constitute a guarantee or indication of future employment in a current or prospective position.

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